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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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No. 006-2012

Job vacancy

February 10, 2012

**OPEN TO:** All Colombian Citizens

**POSITION:** PROJECT MANAGEMENT ASSISTANT-BUDGET  
OFFICE OF VULNERABLE POPULATIONS (0011855N)

**OPENING DATE:** Friday, February 10, 2012

**CLOSING DATE:** Friday, February 24, 2012

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC – 8 Col. Ps. \$39,538,411.00 –  
Col. Ps. \$65,238,379.00

**Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.**

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov)

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27 (Post 2)  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Project Management Assistant – Budget for the Office of Vulnerable Populations – OVP.

**BASIC FUNCTION OF POSITION**

The incumbent shall serve as Project Management Assistant - Budget in the Office of Vulnerable Populations (OVP) of the USAID/Colombia Mission in Bogota. The incumbent will have a variety of responsibilities for budget planning, management and reporting, as well as general office administration and information management across the portfolio. The incumbent will report directly to the OVP Deputy Office Director.

**MAJOR DUTIES AND RESPONSIBILITIES:**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

1. Customer Focus: Identifies and communicates with USAID customers regularly (in Spanish and English); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customers' service with other USAID employees and partners.
2. Managing for results: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decision making. Regularly reviews progress against targets and milestones; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.
3. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about

his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the Vulnerable Populations Office. Demonstrates ownership of the team's plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their performance, and decisions. Assumes responsibility for specific results assigned by the team.
5. Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for own actions.

#### Other Specific Duties:

##### A. Financial Management and Reporting (80%)

1. Manages OVP budget portfolio. Prepares budget scenarios, analyses pipelines, burn-rates, and mortgages to ensure strategic use of program resources. Maintains budget trackers and Ops Master up-to-date. Serves as a liaison between Program Office, Financial Management Office (FMO) and OVP on program and administrative budget issues.
2. Coordinates the yearly preparation of the Operational Plan (OP) according to potential OVP programmatic needs. Coordinates with the OVP team management and Program Office in the development the OP budget allocation.
3. Prepares Quarterly Pipeline Analysis Reports, Quarterly Projected Expenditures and Quarterly Accruals reports for the OVP office.
4. Coordinates with the Office of Acquisition and Assistance (OAA) on procurement-related matters, such as preparing the annual OVP procurement plan and monitoring the completion of the obligation/procurement process. Incumbent will be required to obtain GLAAS certification and access in order to monitor the clearance process of project procurement through the GLAAS system for OVP. Ensures the completion of the procurement/obligation process and develops and monitors budgets related to program activities.

##### B. Monitoring and Evaluation (20%)

1. Supports the OVP Monitoring and Evaluation Specialist in activities related to OVP performance monitoring and reporting. When necessary, provides support with data collection, analysis and reporting as related to the OVP Performance Monitoring Plan.
2. Prepares periodic reports, charts, and presentations related to OVP performance and general information management. The preparation of these reports requires strong data collection, analytic, and computer software skills.

## **REQUIRED QUALIFICATIONS:**

Note: Candidates who do not meet these required qualifications will not be considered.

- a. Education: A bachelors' degree in finance/accounting, business administration, public administration or monitoring and evaluation is required.
- b. Prior Work Experience: Three to five years of experience performing similar functions related to financial and/or administrative management are required.
- c. Language Proficiency: Level IV English and Spanish skills are required.
- d. Knowledge: In-depth knowledge and experience in financial management, business administration or project implementation, monitoring and management is required. Practical or academic knowledge of humanitarian relief and development, as well as a good working knowledge of political and economic conditions in Colombia is required. A good understanding of issues related to the work of international organizations and development programs is required.
- e. Abilities and skills: Must demonstrate strong communications and interpersonal and team work skills, as well as excellent organizational and analytical skills. Proven ability to work independently with minimal supervision or guidance is required. Must have strong operational and management skills; computer skills including in the use of Microsoft Office, Excel, and other software programs and applications. Must demonstrate ability to multi-task and conceptualize both strategically and programmatically. Must demonstrate oral and written ability to communicate clearly and concisely and have experience in the preparation of technical reports. Must be able to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior USG officials, other donors, foreign government representatives, and local governments. Ability to learn and explain USAID development programs, objectives and procedures, as well as Colombian government and USG legislation related to humanitarian assistance and development is required.

## **POSITION ELEMENTS**

- a. Supervision Received: The incumbent will report to the Deputy OVP Director and work closely with all members of the OVP team. Duties and responsibilities are carried out under broad guidance from the supervisor, and carry broad latitude for discretionary judgment and responsibility.

In carrying out specific assignments, the incumbent will work closely with other teams within USAID/Colombia, Embassy staff, and Government of Colombia (GOC), and civil society counterparts.

- b. Available Guidelines: The USAID Administrative Directives Series (ADS) pertaining to project management; Mission Orders and other established USAID/Colombia administrative procedures and regulations.
- c. Exercise of Judgment: Considerable judgment is required in analyzing and preparing relevant budget and financial reporting documents; in evaluating the relevance

and reliability of financial information; and in the preparation and presentation of budget management and financial briefings.

- d. Authority to Make Commitments: None
- e. Nature, Level and Purpose of Contacts: The incumbent will be required to establish and maintain mid-level contacts with contractors, grantees, key national and local government contacts, private sector, non-governmental organizations (NGOs), universities, associations, and citizen groups. Close contact is also maintained with the Office Director and Deputy Director, and USAID Front Office Management to provide briefings and reports, and with mid-level Embassy officials.
- f. Supervision Exercised: This is a non-supervisory position.
- g. Time required to perform full range of duties: One year

### **SELECTION CRITERIA**

30 points: Evidence of strong English/Spanish skills.

25 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills

25 points: Must possess strong analytical, communication and sound judgment is required to identify problems and make recommendations for solutions and problem solving.

20 points: Work experience demonstrated in relevant field or sector.

### **ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, FEBRUARY 24, 2012 NOT LATER THAN 4:00 P.M. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.